



Students Whose Parents Do Not Have or Do Not Wish to Provide a Social Security Number (SSN)

The RDS Online Interview depends on Social Security Number (SSN) or other identifiable number to check NC State Agencies' data to help prove your claim of NC Residency for Tuition Purposes. If your parent/legal guardian chooses not to enter an identifying number, the RDS Online Interview determines you to be a Non-Resident. RDS wants the initial Online Interview to be easy and helpful for everyone but realizes that some students may have a unique living situation, not captured easily through the Online Interview. In these cases, students have **the ability to request an Appeal** and to provide other information to demonstrate their residency in North Carolina.

In the RDS Appeal process, RDS specialists work one-on-one with the student (and parent(s)) for a residency determination. In this appeal, students have the ability to provide additional information, documentation, answer questions, and ask questions of RDS. This provides the students who initially receive a non-resident determination the opportunity to explain further their situation and to provide additional documentation.

1. Student completes RDS profile (if student does not already have a CFNC account) and finishes student portion of RDS Online Interview.
2. In Parent section, if the parent has an ITIN or other identifier instead of an Social Security Number (SSN), choose the first option, "will need to provide a different identification number." A screen will appear where that can be entered.

Provide the Social Security Number (SSN) or other identification number for this person. If you do not have the number now, it is suggested that you exit the interview and come back later with the information.

123-45-6789

Confirm Social Security Number (SSN).

123-45-6789

Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

Your Parent/Legal Guardian does not wish to supply an identification number



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Screen to enter alternate ID number:

Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

Individual Taxpayer Identification Number (ITIN)

955-55-5555

US Citizenship and Immigration Service Number (USCIS#)

555-555-555

Alien Registration Number (ARN or A-number)

A 555555555

I-94 Admission Number

3. If parent does not wish to provide an SSN or alternate identification number, select the second option, "does not wish to supply an identification number."

Provide the Social Security Number (SSN) or other identification number for this person. If you do not have the number now, it is suggested that you exit the interview and come back later with the information.

123-45-6789

Confirm Social Security Number (SSN).

123-45-6789

Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number

Your Parent/Legal Guardian does not wish to supply an identification number



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First Parent/Legal Guardian Details

Parent/Legal Guardian Name

First*	Last*	Middle Name	Suffix
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value=""/>

Provide the following information.

Date of Birth*

<input type="text" value="mm"/>	/	<input type="text" value="dd"/>	/	<input type="text" value="yyyy"/>	<input type="text"/>
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Provide the Social Security Number (SSN) or other identification number for this person. If you do not have the number now, it is suggested that you exit the interview and come back later with the information.

Confirm Social Security Number (SSN).

- Your Parent/Legal Guardian does not have an SSN or will need to provide a different identification number
- Your Parent/Legal Guardian does not wish to supply an identification number

Selecting this option will give an OUT OF STATE determination immediately. If your Parent/Legal Guardian does not provide their identification number, RDS cannot validate your Parent/Legal Guardian information and you will be classified as a non-resident. You may come back to RDS later to request a reconsideration or an appeal.



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4. Confirm parent information is correct.

⚠ Carefully review the following information. You cannot make changes after you confirm.

Parent/Legal Guardian Information

Name:

Traci Dot

Identification Number:

You do not wish to supply an identification number.

Date of Birth:

November 14, 1979

Permanent Address:

1421 Coral Vine Ter
Cary, NC 27518-9653
United States of America

Second Parent/Legal Guardian Information

Name:

Douglas Dot

Identification Number:

You do not wish to supply an identification number.

Date of Birth:

January 15, 1982

Permanent Address:

1421 Coral Vine Ter
Cary, NC 27518-9653
United States of America

Confirm

Make Changes



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5. Student receives non-resident determination. Student has **10 days** to request RDS appeal.

Your Residency Certification Number (RCN) is **1100252153**
(Click to know more about RCN)

① Your Determination is [Understanding your Residency Status](#)

Residency Status: **Non-Resident** Tuition Status: **Out of State** Valid Until: **December 30, 2024**

[View Request Summary](#) [Add 3rd Party Auth](#) [Next Steps →](#)

6. Select “Next Steps” to begin Reconsideration and Appeal Process

Complete any of the following if it applies to you:

1. Finish and submit any admission applications.
 - **You have NO open admission applications through CFNC.**
2. Give your RCN to your campus.
3. Finish your FAFSA at www.fafsa.gov.
4. Submit a reconsideration or RDS appeal if you do not agree with your determination.
 - **YOU HAVE 10 CALENDAR DAYS TO REQUEST AN APPEAL.**
 - **YOU MAY REQUEST A RECONSIDERATION AT ANY TIME.**
5. Log back in at any time to review your information.
6. [If you would like to add an Authorized Party, please go to "Preferences".](#)

[← Back](#) [↗ Reconsideration / Appeal](#) [Exit ↗](#)



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7. Proceed through informational screens and profile information to “Reason for New Residency Request” screen and select RDS Appeal

Reason for New Residency Request

Indicate why you are asking for a new Residency Determination:*

Select Reconsideration below if:

- You provided incomplete information or need to enter in missing data to your current determination, or
- You made an error while entering information in your current determination, or
- You failed to submit required documents on time, or
- You’ve had a change in your personal/living situation, or
- Your determination is about to expire.

Select RDS Appeal below if:

- The information you provided in your current residency request is fully complete, has not changed, and you have additional information to provide to support your residency request.

Reconsideration.

RDS Appeal.

✕ Cancel

Submit >>

8. Review the RDS Appeal Procedures and confirm Intent to Appeal within 10 days.

RDS Appeal Process Review and Certification of Understanding

Final date to submit your Intent to RDS Appeal is **October 12, 2023**

You are beginning the RDS Appeals process to seek a change in your residency determination. You have until **October 12, 2023** (Ten calendar days from the date of the determination you are appealing) to submit a Notification of Intent to Appeal. In order to submit a Notification of Intent to Appeal, you are required to complete the following 3 steps:

Step 1: Read the RDS Guidebook

Click this link to download and read the RDS Guidebook.

Step 2: Read the North Carolina Residency Statute

Click this link to download and read the State Residency Laws and Policies.

Step 3: Submit your Intent to Appeal

By clicking "Submit" I understand that I am providing notice of my intent to appeal my current NC residency determination. I also understand that my appeal, including all required and voluntary documentation, must be submitted in its entirety by October 27, 2023 or my appeal will be considered closed and my current residency determination will remain active.

✕ Cancel

Submit >>



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9. Once notification to appeal is submitted, complete RDS Appeal Request within 25 days.

Why are you requesting an RDS Appeal?*

List all high schools and/or institutions (school name, city, and state) you have attended in the last five years and the dates of enrollment. If you have not attended high school or college within the last five years please enter the State in which you graduated high school.*

Were you born in NC?*

- Yes
 No

NOTE: If you answer "no" here, you will be asked what date you moved to NC.

Please provide any additional circumstances, events, or acts including employment, community service, memberships, professional, civic, religious and social organizations that demonstrates how you have made and continue to make North Carolina your permanent home.

Provide information about circumstances, events, jobs, memberships, etc. which show you/your parents are living in NC permanently.



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Do you have additional information you would like to provide in support of your appeal?*

- Yes
- No

Provide any additional explanation or information to support your appeal in the section below. If you have additional documentation you would like to provide, you must identify the documentation you will provide and explain how it supports your appeal. *

Identify additional documents explanation/information and explanation to support your appeal.

If needed, would you like to participate in a 30 minute appeal review with RDS staff?*

- Yes
- No

How would you prefer to conduct your review?*

- In person at our Raleigh Office
- Phone Conferencing Call
- Video Conferencing

What time period do you prefer?*

- AFTERNOON (1PM - 4PM (Mon - Fri))
- MORNING (8AM - Noon (Mon - Fri))

Select whether or not you would be willing to participate in an appeal hearing/review. A review will only be offered if there are additional questions which need to be answered.



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RDS Appeal Documentation

Documents shown below are required in order to submit your RDS appeal request. If you do not see any documents listed below then none are required. You have the option to provide additional documents you feel support the basis of your appeal. You will be unable to submit your RDS appeal request form until all listed documentation (required and/or optional) is linked to this request.

Upload documents you feel support your claim for residency.



No documents are required at this time.

+ Add Additional Documents

Documents Submission Progress

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10. Submit your request.

11. RDS Staff will review the request and contact the student using the information provided in their profile (phone number and email).